



**TOWN OF FRAMINGHAM  
MASSACHUSETTS**

**NOTICE OF VACANCY  
November 18, 2015**

**POSITION:** Office Clerk/Bookkeeper

**DEPARTMENT:** Edgell Grove Cemetery

**SALARY:** \$30,000 - \$35,000

**HOURS:** Monday – Friday 9:00am to 3:30pm  
30.0 hours per week

Applicant shall possess at least (3) three year's experience working in an office environment processing daily tasks, filing and organization of schedules etc.

Applicant must also have at least (3) years experience with the use and application of QuickBooks Accounting Software and able to process all accounts receivables, payables, adjustments, bank and investment reconciliations etc.

Applicant will also keep close observation on all investment accounts and shall be responsible for posting interest received and tracking deposits and withdrawals and reporting such to the Trustees on a monthly basis.

In addition, applicant must be familiar and proficient with the tracking and submission of employee time sheets and payroll processing by the Town of Framingham.

Applicant shall be required to attend all monthly meetings of the Trustees and will present all monthly financial reports and observations in a timely and efficient manner. Monthly meetings are currently held at 3PM on the third Thursday of each month. As a requirement of the position the successful applicant must become a certified Notary Public within three months of start date of employment.

The Office Clerk/Bookkeeper shall report directly to and be under the daily supervision of the Superintendent of the Cemetery and will be assigned tasks and duties as needed by the superintendent or his designee.

Trustees shall oversee all operations and all employees and each employee will undergo an annual review of job performance. With a written evaluation placed in the employees file annually by the Trustees or their designee.

This will be a salaried position and will encompass any and all benefits that are afforded other employees of the Edgell Grove Cemetery where applicable by law.

Education Requirements: High School Diploma required with a minimum of two years continuing education at a post graduate institute with a certificate in business management preferred. Current experience as office manager or bookkeeping can be substituted for the post-graduation education.

SALARY: The salary for this position shall be \$30-35K plus benefits depending on experience and education.

**Please visit our website:**

**<https://ess.framinghamma.gov/MSS/employmentopportunities/default.aspx>**

**The Town of Framingham is an Affirmative Action Equal Opportunity Employer.**